



JOB DESCRIPTION

Title: **METER READER**
Department: Finance-Administration /Customer Services
Class Code: 8350
FLSA Status: Non-Exempt
Effective Date: January 22, 1985 (Rev. 07/2008)
Grade Number: 10

GENERAL PURPOSE

Under close supervision from the Meter Reader Supervisor, performs routine meter reading work.

EXAMPLE OF DUTIES

- *-- Walks or drives truck over established routes and takes readings of meter dials; records readings on handheld computer; returns handheld computer to business office for billings.
- *-- Identifies and reports irregularities, defects or damages to meters; assists in installing and removing meters.
- *-- Performs after hours connects and disconnects of residential power and water meters on a rotating on-call basis.
- *-- Hand delivers notice of disconnection to past due residences during the winter months (November 1 through February 28).
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or equivalent and six (6) months of related experience or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver's License.

Necessary Knowledge, Skills, and Abilities

- Some knowledge of meter locations.
- Ability to accurately read and record various types of meter dials; ability to make basic mathematical computations to indicate total volume of utility consumed; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to communicate effectively both verbally and in writing.

TOOLS & EQUIPMENT USED

- Microcomputing device; hand tools; portable radio; vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is constantly required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to stoop, kneel, crouch, or crawl; and occasionally required to sit; climb or balance; and talk or hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in a vehicle and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock, and vicious dogs.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.